

## **Bedford Free Public Library**

### **Children's Librarian--20 Hours**

#### **Overview**

- The Children's Librarian operates under the supervision of the Head of Children's Services to provide excellent library service to children and the adults who work with them.

#### **Essential Duties**

- Foster a welcoming, supportive environment for the children and adults using the library.
- Develop the circulating children's collection in specific areas through the use of appropriate selection tools, focusing on a balanced, useful, and inviting collection.
- Plan and lead engaging programs for children from birth to 5th grade and their caregivers.
- Offer thoughtful, individualized reader's advisory and reference services for both leisure and academic reading.
- Connect with community members to extend library services beyond the building.
- Continue professional development through workshops, online resources, and reading.
- Continually consider opportunities for growth in in the Children's Room.
- Work with the Head of Children's Services to care for the library's resident turtle.

#### **Qualifications**

- MLIS or MLS degree from an ALA accredited institution.
- Will consider MLIS candidates with significant progress toward completion of the degree.
- An understanding of child development, and an appreciation for children.
- Familiarity with children's programming.
- Proficiency and comfort with computers, tablets, and mobile devices.
- Excellent written and oral communication skills are essential, additional world language abilities are desirable.

#### **Salary**

\$25.57 to \$33.09 per hour, depending on experience, with full town benefits.

#### **Schedule**

Twenty hours per week with one evening, Saturdays in rotation, and occasional Sunday afternoons from September to May.

Please send a letter of application and resume to Noreen O'Gara, Assistant Library Director, Bedford Free Public Library, 7 Mudge Way, Bedford, MA 01730 (nogara@minlib.net). A Town of Bedford application (available online at [www.bedfordma.gov](http://www.bedfordma.gov)) is required. Applications received by November 19, 2016 will be given first consideration.

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